

JUSTIFICATION: INCREASE IN WORKLOAD

ASSIGNMENT: To the members of the General Counsel's office now stationed in the "L" Building

The additional position would provide for a GS-3 clerk-typist to take over some of the workload now being handled by one stenographer. During the recent months there has been a constant increase in:

- (a) the amount of typing of agent contracts
- (b) the amount of incoming and outgoing mail (a large portion of it must be hand-carried)
- (c) number of telephone calls arranging Covert Coordination Committee meetings, and for personal interviews prior to preparation of agent contracts